

Certified Permitting Professional (CPP)



User Manual for CPP Web Application

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1. AQMD Home Page

1.1. Overview

The Data Access System (DAS) login screen could be accessed through the AQMD website (www.aqmd.gov) via Getting Permits/Certified Permitting Professional/Data Access.

South Coast AQMD - Windows Internet Explorer provided by South Coast A.Q.M.D

File Edit View Favorites Tools Help

http://aqmd.gov/

South Coast AQMD

South Coast Air Quality Management District
Cleaning the air that we breathe...

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- Compliance Information
- Employment/Business Opportunities
- Enforcement
- Frequently Asked Questions
- Funding Incentives/Opportunities
- Governing Board
- Health Studies

Business Resources

- Compliance Program
- Enforcement
- Facility Info Search (FIND)
- Forms
- Getting Permits
- New Source Review
- RECLAIM
- Risk Assessment Procedures
- Rules
- Small Business Assistance
- Transportation
- Working Groups

AQMD News

AQMD addresses "State of the Air" in new video
January 8, 2010 - AQMD looks back on significant

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Permit Application

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AQMD forms

The AQMD web application login screen is an initial screen for all the AQMD applications. It consists of the following functionalities:

1.2. Login

- **Login Module:** The users can login to Web Applications in the following ways:
 - **External User's Login:** The user has to enter the valid 'User Id' and Password, to enter the AQMD web applications.

- When **'Create User ID'** button is clicked: It allows user to register for one or more than one AQMD web applications.
- When **'go>>'** button is clicked: It allows a registered user to login to the AQMD web application, on successful verification of the **User ID** and **Password**. The "AQMD Web Apps" screen is displayed.
- When **'email my password' hyperlink** is clicked: It allows a registered user to regenerate a new password to replace a forgotten password.

1.3. Registration

Registration is a 3 step process

Step 1: Select Application 'CPP'. Click continue.

The screenshot shows the 'User Registration - Step 1' page of the South Coast Air Quality Management District web application. The header includes the AQMD logo and the text 'South Coast Air Quality Management District'. Below the header is a navigation bar with links: Home, Employment, Contact Us, Terms & Conditions, Privacy, Website Navigation Tips, Question or Need Info?, and Report Website Problem. The main content area is titled 'User Registration - Step 1' and contains the instruction 'Select the application(s) that you wish to register and proceed to the next step.' Below this is a table with two columns: 'Application' and 'Description'. The table lists four applications: R461 Application, R1113, AER, and CPP. The CPP application is selected with a checked checkbox. At the bottom of the table are 'Continue' and 'Cancel' buttons. The footer contains the address '21865 Copley Dr, Diamond Bar, CA 91765 - (909) 396-2000 - (800) CUT-SMOG (288-7664)'.

Application	Description
<input type="checkbox"/> R461 Application	Submit Notifications for Rule 461 (Testing, Test Results, Backfills).
<input type="checkbox"/> R1113	Submit Rule 1113 Application
<input type="checkbox"/> AER	Annual Emissions Reporting System.
<input checked="" type="checkbox"/> CPP	CPP Facility Display

Step 2: Select application Role 'CPP User'. Click Continue.

The screenshot shows the 'User Registration - Step 2' page of the South Coast Air Quality Management District web application. The header and navigation bar are the same as in Step 1. The main content area is titled 'User Registration - Step 2' and contains the instruction 'Select your application specific role and proceed to the next step.' Below this is a table with two columns: 'Application' and 'Applicable Roles'. The table lists one application: CPP, with the role 'CPP User' selected and checked. Below the table is a note: 'Note: Based on the Roles selected, you may get more than one application.' At the bottom of the table are 'Back', 'Continue', and 'Cancel' buttons. The footer contains the address '21865 Copley Dr, Diamond Bar, CA 91765 - (909) 396-2000 - (800) CUT-SMOG (288-7664)'.

Application	Applicable Roles
CPP	<input checked="" type="checkbox"/> CPP User

Step 3: Fill in user details. Check Disclaimer. Click 'Submit'.

AQMD Air Quality Management District

Cleaning the air that we breathe...

Registration Form - Step 3

(All field names marked with (*) are compulsory. Email id is the login id for the AQMD applications.)

Email Id	testshe@test.com *				
Confirm Email Id	testshe@test.com *				
First Name	testshe *	Middle Initials	testshe	Last Name	testshe *
Work Address	Street Number	Direction	Street Name	Suffix	
	testshe	EAST	testshe *	ALY	
	Appt/Unit	testshe	Cross Street	testshe	
	City	State	Zip	Zip Four	
	diamond bar *	CA	91765 *		
Work Phone	111 - 1111111	Ext	111		
Fax	111 - 1111111				
Security Question	testshe *				
Security Answer	testshe *				

Please enter the name as displayed in the image.

V7QG75

Image Text

Disclaimer

The information you provide above will be used to correspond with you and help us better tailor our communications to your interests. We are committed to maintaining your privacy during your visit to aqmd.gov. However, if you are uncomfortable providing this information, please click on the "Cancel" button below to exit the registration. By submitting this information, you consent to us using it as described above and sharing it within our global organization for these purposes. I declare under penalty of perjury that I am a duly-authorized representative of the entity required to file this form.

☒ I agree to your [Terms & Conditions](#) and confirm that I have read the [Privacy Statement](#).

User's password is mailed to the registered Email id.

AQMD South Coast Air Quality Management District

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Thank You

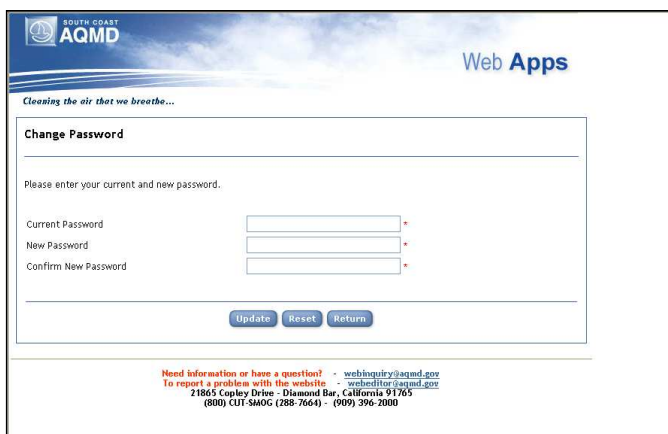
Thank You for registering with AQMD. Your password has been sent to your registered Email account.

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1.4. AQMD User Forget Password

This feature allows the user to enter his registered Login Id, the system will check if the Login Id is a valid user. If the user's 'Login Id' is valid, then the user's security question will be prompted to the user to enter the security answer. On successful verification of the security answer, a new password is generated by the system and sent across to the user's registered email.



The screenshot shows the 'Change Password' form within the AQMD Web Apps interface. The header includes the AQMD logo and the text 'Web Apps'. Below the header, there is a section titled 'Change Password' with the instruction 'Please enter your current and new password.' The form contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom of the form are three buttons: 'Update', 'Reset', and 'Return'. Below the form, there is a footer section with contact information: 'Need information or have a question? - webinquiry@sqmd.gov', 'To report a problem with the website - webeditor@sqmd.gov', and the address '21865 Copley Drive - Diamond Bar, California 91765' along with phone numbers '(800) CUT-SMAG (288-7664)' and '(909) 396-2000'.

The functionalities available on the screen are:

- **Update:** To update the new password into the database
- **Reset:** To reset the fields.

Note: if the user clicks on the '**Update**', the system will encrypt the password entered by the user as the '**Current Password**' and along with the '**User ID**' will be validated from the database. If the user '**Current Password**' fails, an error message will be displayed to the user; else a 'password successfully changed' message will be displayed to the user.

1.5. Update Profile

Allows the user to view or edit the profile. When Update Profile link is clicked the following page is displayed.

Cleaning the air that we breathe...

My Profile

Make changes to your profile settings and click on update.

Email Id *

Confirm Email Id *

First Name * Middle Initials Last Name *

Work Address

Street Number	Direction	Street Name	Suffix
<input type="text" value="testshe"/>	<input type="text" value="EAST"/> ▼	<input type="text" value="testshe"/> *	<input type="text" value="ALY"/> ▼
Appt/Unit	Cross Street		
<input type="text" value="testshe"/>	<input type="text" value="testshe"/>		
City	State	Zip	Zip Four
<input type="text" value="diamond bar"/> *	<input type="text" value="CA"/> ▼	<input type="text" value="91765"/> *	<input type="text"/>

Work Phone - Ext

Fax -

Security Question *

Security Answer *

Show Disclaimer ☐ Show ☒ Hide

The functionalities displayed on the screen are:

- **Update:** Updates the new profile into the database.
- **Reset:** Resets the previous values.
- **Return:** Displays the Web Apps page.

1.6. Update Registration

The user can update his or her registration (register to new applications or change his or her role in the currently registered applications).

Update Registration

Application	Applicable Roles
<input checked="" type="checkbox"/> Webcore	<input type="checkbox"/> ReadOnly (ReadOnly) <input checked="" type="checkbox"/> Webcore Facility Owner (Facility Owner Description)
<input checked="" type="checkbox"/> R1403Application	<input checked="" type="checkbox"/> 32432 (23342) <input checked="" type="checkbox"/> R1403 Tester (R1403 Tester)
<input type="checkbox"/> Active461	<input type="checkbox"/> TestRolls (TestRolls) <input type="checkbox"/> sdfsdl's's' ('s'; ;hhhhhh'h'h ;)
<input type="checkbox"/> App1	<input type="checkbox"/> Restrictive Dummy (Restrictive Dummy) <input type="checkbox"/> Sadsfs (sdfsfs) <input type="checkbox"/> Webcore Testera (Webcore Tester Description)
<input checked="" type="checkbox"/> R461Application	<input checked="" type="checkbox"/> Ext Rest Role <input checked="" type="checkbox"/> R461 Tester1 (R461 Tester Role. Testers will be registering to this role.) <input checked="" type="checkbox"/> R461 Testing (R461 Testing)
<input type="checkbox"/> wew	<input type="checkbox"/> JKSDFKJDFJKS JKDFGJKSFHG KJHSJKFG HJKFG (SJKDF)
<input type="checkbox"/> test1	<input type="checkbox"/> NewtestRoll (New TEst Roll)
<input type="checkbox"/> Test Vinay	<input type="checkbox"/> Test Role (Test Role desc)
<input type="checkbox"/> d	<input type="checkbox"/> R461 Tester (R461 Tester Description)
<input type="checkbox"/> rfre	<input type="checkbox"/> ViewOnly

Need information or have a question? - webinquiry@aqmd.gov
To report a problem with the website - webeditor@aqmd.gov
21865 Copley Drive - Diamond Bar, California 91765
(800) CUT-SMOG (288-7664) - (909) 396-2000

The following fields are displayed on the screen:

- **Application:** Displays a list of applications.
- **Applicable Roles:** Displays list of applicable roles for a selected application.

The following functionalities are available on the screen:

- **Update:** Updates the user's registered applications and roles in the applications.
- **Cancel:** To cancel the changes.

2.CPP

2.1. Viewing Facilities:

When ‘**CPP**’ **Application** option is selected from the **Web Apps** screen, the Facility dropdown screen is displayed. This screen displays a list of active facilities of the logged-in user.

SOUTH COAST AQMD

AQMD CPP Data Access System

Welcome to the AQMD Certified Permitting Professionals (CPP) Data Access System!

Select a facility from the drop down menu:

▶ 10873 - ELSINORE READY-MIX CO INC

Facility Info

View User IDs

Please note that your access to data (company data, application data, etc.) will be confined to companies for whom you are preparing permit applications. You must contact the AQMD to have your password connected to a company's ID number. You will need a letter from a responsible company official on company letterhead confirming that they have granted you access to their AQMD records. The letter should be mailed to:

Certified Permitting Professionals Unit
South Coast Air Quality Management District
21865 Copley Dr.
Diamond Bar, CA 91765

or faxed to the Certified Permitting Professionals Unit at (909) 396-3842. If you have any questions on the use of this system, please call the CPP line at (909) 396-3383.

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The fields displayed on the screen are as follow:

- **Facility Information**
 - Facility ID: Displays the facility id.
 - Facility Name: Displays the name of the facility.

The following functionalities are available on the screen:

- **Facility Info:** Click ‘**Facility Info**’ to view the facility detailed information.

2.2. Viewing Facility detailed information:

When the 'Facility Info' link is clicked, the facility information details screen is displayed.

AQMD C.P.P Facility Information

Company ID: 49
Parent Company ID : 800089
Name : EXXONMOBIL OIL CORP, TK TRK LDG RACK #49
3700 W 190TH ST
TORRANCE, CA 90503-5733
Mail Address: 3700 W 190TH F&S BLDG ROOM 201 ST ATTN: ENVIRONMENTAL GROUP
(Optional) TORRANCE, CA 90509-2929
Contact : CRAIG SAKAMOTO
Telephone : (310)2124597

Pollutant	PTE	NSR Positive Balance (lbs/day)
ROG	20	20

Appl #	Device ID	Permit #	Application Type	Application Status
384499	0		Alteration/Modification	APPLICATION CHANGED FROM CLASS I - III
391813	0	F80303	Permit to Operate without prior Permit to Construct	PERMIT TO OPERATE GRANTED
A16750	0	A15935	Permit to Operate	PERMIT TO OPERATE GRANTED
A21946	0	P03562	Permit to Operate	PERMIT TO OPERATE GRANTED
A28779	0	P14515	Permit to Operate	PERMIT TO OPERATE GRANTED

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Done Local Intranet | Protected Mode: Off

- **Application:** Click 'Application number' link to view the Application information.

2.3. Viewing Application Information

When the 'Application number' link is clicked, the Application information details screen is displayed.

AQMD CPP Data Access System

Facility 49 Application Information

Company ID: 49
Parent Company ID : 800089
Name : EXXONMOBIL OIL CORP, TK TRK LDG RACK #49
3700 W 190TH ST
TORRANCE, CA 90503-5733
Mail Address: 3700 W 190TH F&S BLDG ROOM 201 ST ATTN: ENVIRONMENTAL GROUP
(Optional) TORRANCE, CA 90509-2929
Contact : CRAIG SAKAMOTO
Telephone : (310)2124597
UTM Coordinates: X: 376.40, Y: 3747.00
Application #: 391813
Permit Date : 10/3/2001
Type : Permit to Operate without prior Permit to Construct
Status : PERMIT TO OPERATE GRANTED
Engineer : JC10
B-Cat : 263101 MERCAPTANS, ODORIZING
B-Cat Schl : C
Permit Number : F80303
Permit Status : Active Permit to Operate - old 10
Weeks Per Year : 52

Actual Hourly Emission

Emittant	Controlled	Uncontrolled	AV30
Reactive Organic Gases	0.12	0.12	2

Operating Hour

Day	Start Time	Stop Time
Monday	0	24
Tuesday	0	24
Wednesday	0	24
Thursday	0	24
Friday	0	24
Saturday	0	24
Sunday	0	24

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